UNITED STATES OFFICE OF PERSONNEL MANAGEMENT
Washington, DC 20415

December 31, 2025

MEMORANDUM FOR CHIEF HUMAN CAPITAL OFFICERS

From: Veronica E. Hinton
             Associate Director
             Workforce Policy and Innovation

Subject: Implementation of OPM's Project Management Position Description Templates and Skills-Based Hiring Guidance

As part of our continued commitment to modernizing the federal workforce and advancing skills-based hiring practices, the U.S. Office of Personnel Management (OPM) is pleased to release a new suite of [Project Management Position Description (PD) Templates and accompanying guidance](#).

These resources are designed to help agencies develop accurate, consistent, and competency-aligned PDs for Project Manager roles across occupational series and grade levels. They reflect the evolving nature of project-based work in government and support the implementation of the Project Management Body of Knowledge (PMBOK®) definition[1] of project management, emphasizing temporary, outcome-driven efforts distinct from ongoing programmatic operations.

This initiative supports the goals of:

- **Executive Order 13932:** Modernizing and reforming the assessment and hiring of federal job candidates

- **Executive Order 14170:** Reforming the federal hiring process and restoring merit to government service by eliminating unlawful or non-merit-based hiring practices and ensuring hiring decisions are based solely on job-related criteria and qualifications

- **The Chance to Compete Act of 2024:** Promoting fair and open competition through skills-based assessments and structured interviews

- **The Merit Hiring Plan (MHP):** Serving as the implementation framework for EO 14170, the MHP requires agencies to submit monthly action plans that map EO requirements to specific milestones, eliminate non-merit-based practices, and

---

[1]Project management, as defined by the PMBOK, is the application of knowledge, skills, tools, and techniques to project activities to meet project requirements.

improve hiring outcomes through structured interviews, validated assessments, and shared certificates.

What's Included

The guidance package includes:

- Standardized PD templates for GS-13 through GS-15 Project Manager roles in series 0343, 0340, and 2210

- Project Management Position Description Template Guidance

- FAQs and tips for customizing Position Descriptions

These tools are intended to complement existing OPM resources, including the *Program Management and Project Management Competency Model, The Classifier's Handbook*, and *Career Paths for Federal Program and Project Management Guide*.

These included position descriptions will be used to support cross-government hiring initiatives. They may also serve as templates for agencies to adapt when developing organization-specific position descriptions, with modifications as needed to reflect their unique operating environments.

Why This Matters

Project Managers play a critical role in delivering mission outcomes across government. By aligning position design with core competencies and classification standards, agencies can:

- Improve the quality and consistency of project management hiring

- Support workforce mobility and career progression

- Enhance organizational agility and accountability

- Promote transparency, and merit in hiring and advancement

OPM will soon launch a cross-government action for hiring Project Managers to identify talent. The PD templates can be used for this initiative to identify talent and align with assessment activities.

Next Steps for Agencies

CHCOs are encouraged to:

1. Share this guidance with HR specialists, hiring managers, and classification teams

2. Use the templates as a foundation for developing or updating Project Manager PDs

3. Incorporate the competency crosswalk and assessment recommendations into hiring strategies

4. Ensure alignment with the Merit Hiring Plan, Executive Orders 13932 and 14170, and the Chance to Compete Act

5. Collaborate with OPM as needed to support classification and workforce planning goals

Support and Contact

- Agency HR specialists and hiring managers should contact their agency CHCO office for support in applying this guidance.

- Agency CHCOs may direct policy-related classification questions to OPM's Classification and Assessment Policy office at Fedclass@opm.gov.

- For technical classification support, agencies may contact OPM's Human Resources Solutions (HRS) at FCCInfo@opm.gov.

We appreciate your continued leadership in building a high-performing, mission-ready federal workforce.

cc: Deputy CHCOs, and HR Directors

Attachment: OPM Project Management Position Description Template Guidance